

Job details

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Bulletin Number	45234BR
Type of Recruitment	Transfer Opportunity
Department	Internal Services
Position Title	SECRETARY III
Filing Type	Open Continuous
General Information	The ISD Office of Training & Development is seeking a highly qualified, self-motivated individual to fill the position of Secretary III . The position is required to interact both verbally and in writing with staff and managers from County Departments, Federal, State and other local agencies.
Requirements	*** DO NOT APPLY ONLINE ***

Permanent County employees that currently hold the **Secretary III** classification are invited to submit a letter of interest, a resume highlighting education and experience, last two performance evaluations, and time records for the last two years via email or fax to:

Beverly Russell, Section Manager
Training & Development Section
Human Resources Division
Internal Services Department
9150 E. Imperial Hwy., Downey, CA 90242
Brussell@isd.lacounty.gov
Phone: (562) 940-3557 | Fax: (562) 803-5890

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection. Resumes and related documentation will be accepted until the needs of the Service have been met.

Desirable Qualifications	<ul style="list-style-type: none">• Experience working in a Training & Development section or similar operation.• Experience using Los Angeles County Learning Management System (LMS) which includes: setting up/closing classes, obtaining employee transcripts, reports etc.• Ability to manage multiple priorities under strict deadlines.• Ability to work independently yet as a team player.• A sense of discretion and sensitivity to highly confidential information.• Excellent oral and written communication skills.
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Duties	Screens in-person inquiries and telephone calls; furnishes requested information, refers inquiries and calls to others better qualified to assist, and personally takes care of inquiries and calls which do not require the attention of the supervisor.
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Makes appointments and arranges conferences and meetings for Supervisor and Staff Development Specialist.

Replies to verbal and written communications from managers regarding training.

Acts as intermediary between supervisor and staff; transmits verbal and written messages, orders, and requests.

Acts as liaison between the supervisor's office and other departments, agencies, and jurisdictions.

Prepares inter-office notices, bulletins, and memoranda, including interpretations of departmental policy, and the laws and regulations governing the activities of the office.

Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.

Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.

Vacancy Information	The vacancy is within ISD's Training & Development Section, located at 9150 E. Imperial Hwy., Downey, CA 90242. This position is on a 4/40, with Friday's off, work schedule.
Available Shift	Day
Contact Name	Beverly Russell
Contact Phone	(562) 940-3557
Contact Email	Brussell@isd.lacounty.gov
California Relay Services Phone	800-735-2922
Job Field	Secretarial
Job Type	Administrative Support

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